

**NBC MODERNIZATION PROGRAM OVERSIGHT OFFICE  
BIWEEKLY INDOOR AIR QUALITY FORUM**

Minutes	June 18, 2007	1400-1530	2505 MIB
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MEETING CALLED BY: Gay Bindocci, MPO Sustainability Coordinator

TYPE OF MEETING: Biweekly Indoor Air Quality Forum

FACILITATOR: Don Swain

NOTE TAKER: Jeremy Lawson

TIMEKEEPER: Jeremy Lawson

ATTENDEES:

Gay Bindocci, Sustainability Coordinator  
Don Swain, Interim Modernization Program Manager  
Jeremy Lawson, Office Automation Assistant  
Gary Peacock, Building Manager  
Ken Tunney, Acting Building Manager  
Greg Rabida, Solicitors Office  
Kristina Clark, Solicitors Office  
Laura Brown, Solicitors Office  
Tony Perry, Solicitors Office

<b>20 Minutes</b>	<b>Modernization Communications</b>	<b>Don Swain</b>
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Discussion:

- Mr. Swain introduced himself as the acting program manager of the Modernization Program Oversight Office and discussed his plan to share information about how the office will address current issues and inform occupants of future plans for the building. Mr. Swain also noted that NBC Director Doug Bourgeois' letter to GSA would be send shortly detailing DOI's questions and concerns in light of the release of the NIOSH report. Three posters have been posted per floor, and copies of the latest newsletter are available on the barrier walls. A listening session is scheduled for June 26 at 10 a.m. in the Rachel Carson Room that will feature GSA and DOI personnel along with a demonstration of "negative air pressure" and a chance for employees to voice their concerns. Also, it was determined that all building issues will go through the Building Manager's office at 208.7560, and Modernization-related issues will be directed to the MPO office. In this way, all issues can be documented in database.

Action Items	Person Responsible	Due Date
Complete communications plan.	Don Swain	07.23.2007

<b>70 Minutes</b>	<b>Negative Air Pressure</b>	<b>Various</b>
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Discussion:

- Attendees noted that negative air pressure had not been kept steady, and they wished to know what GSA would be doing about this. Would the quality and frequency of negative air pressure improve? How and when? And would occupants be notified of current and pending work and materials being used in this work along with their respective Material Safety Data Sheets (MSDS) sheets?
- Attendees noted their intent to put more pressure on GSA in order to get better contract management from the organization to ensure a better work environment for DOI employees. Attendees suggested generating a list of Grunley and subcontractor employees who were fired or disciplined for violations or failure to follow guidelines in order to demonstrate accountability.
- Attendees expressed dissatisfaction with the limited scope of the NIOSH report in that it only stated that there was no apparent immediate threat to employee health. Attendees expressed concerns about more the possibility of more subtle, less apparent, but persistent threats to employee health. Attendees expressed concern that these threats would not be detected without more thorough and frequent testing and inspections from an IH.

Action Items	Person Responsible	Due Date
Create and post a "Plan of the Week" poster detailing current construction activities.	Don Swain	07.02.2007